FOR MYSORE STATE

AEN (1953) Department

M/S SERIES.

G.O. NO. 34

Dated 3.1.1953

[Despatch Abstract.]

Estt. Forests. Temporary post of Clerk in the ext. wrks. F & C'S Div transfer to DI. Forest Officer, Kollegal Lands. Sanctioned

C.F. 82—7,79,808—23-9-50.

MADRAS FOREST Department

From (Name) Sri M.Kesavan Unni Nayar, I.F.S.,
Designation Chief Conservafor of Forests,
Station Madras-2.

Received ——— Registered ———

To 116666

The Secretary to Government,
Development Department,
Fort St.George,
Madras.

SECURITY ASSISTANT SECRETARY TO GOVERNMENT
16 OCT 1952
DEVELOPMENT DEPARTMENT

Enclosures: Ref. No. + 25244/51-B2, , dated 14.10.1952 — 195

Sir,

Sub: Establishment - Temporary - Post of Lower Division Clerk transferred from erstwhile Forest Engineer's Division to District Forest Office, Kollegal, - Continuance beyond 30.9.1952 - Proposal.

Ref: G.O.Ms.No.1247, Development, dated 24.3.1952.

fps-6 q (2)

In the G.O. cited sanction was accorded to the continuance upto 30.9.1952 of one post of Lower Division Clerk transferred from the erstwhile Forest Engineer's division to the District Forest Office, Kollegal. It is necessary to continue this post for the reasons stated by the District Forest Officer in his letter No.1153/52-E, dated 8.9.1952 an extract of which is enclosed. The post is being continued beyond 30.9.1952. I ~~therefore~~ request that sanction may be accorded for the continuance of the post from 1.10.1952 to 31.3.1953.

below

2. I request very early orders.

N. Mahadevan 15.10.52

// for CHIEF CONSERVATOR OF FORESTS

Nsm.15/10.
Encl:Extract of D.F.O's-- letter.

Enclosure.

~~Copy of~~ Extract from letter No.1153/52-E, dated 8.9.52, from the District Forest Officer, Kollegal, to the Conservator of Forests, Coimbatore Circle.

...

Sub: Establishment - Proposal for an additional clerk and forester - Retention of - On completion of Madeswaranmalai road works.

The present establishment of the District Forest Office, Kollegal consists of a head clerk an Accountant, a draughtsman, a Typist and 5 Lower Division Clerks (3 permanent and 2 temporary ~~are~~ one sanctioned in 1937 and one transferred from Forest Engineer's division on its abolition). This staff is inadequate to deal with the ~~x~~ work in office which has increased enormously due to various factors and consequent on the transfer of the Madeswaranmalai road fro Forest Engineer's division.

P.T.V

V

= 2 =

2. A statement showing the number of references received and dealt with, since 1945 is submitted. It will be seen that the work has been steadily on the increase and there is no sign of decrease in future.

3. It may also be noted that the number of Clerks, sanctioned for this office is less than that for other offices in the circle, though the volume of work in this office can be considered to be not less than other offices. This is a major grazing revenue producing division. A quantity of about 60 to 70 tons of sandalwood is extracted in this division every year and a separate clerk is quite necessary to deal with the sandalwood correspondence and posting of registers etc. The fact of requiring separate permit clerk was brought to the kind notice of Conservator in this office C.No. 2423/50-E, dated 15.11.1950. But this office is carrying on with these works with the existing staff under great strain. / not pursued.

4. xx xx xx

YEAR.	CURRENTS AND REFERENCES.	OFFENCES.
1945	7581	356
1946	8363	437
1947	8459	396
1948	8681	755
1949	8648	983
1950	9062	736
1951	9155	749

/True extract/

15.10.52

2/ for CHIEF CONSERVATOR OF FORESTS.

2/2

Nsm.15/10.

15/10 15/10/52

12) 9155 (762.9 or 763
84
75
72
35
24
110
108
2

25) 763 (30.5
75
130
125
5

4) 305 (76.1
28
25

Development(CI) Department.

Memo No. 116666 CI/52--2 dated. 3.11.52

Sub : ESTTS - Forests - Dt. Forest Office, Kollegal - Temporary post of L.D.Clerk - Continuance.

Ref : From the C.C.F., No.25244/52-B2., dated 14-10-52.

In his letter cited, the C.C.F. has recommended the proposal of the Dt. Forest Officer, Kollegal for the continuance of the temporary post of L.D.Clerk in his office for a further period from 1--10-1952 to 31--3--1953. It is seen from the Dt. Forest Officer's letter enclosed with the letter cited, that the average number of currents received and dealt with by the clerks in the Dt.Forest Office works out to 6.1 currents per clerk per day excluding the temporary L.D.Clerk whose continuance has been proposed by the C.C.F. While the average number of currents that has to be dealt with by each clerk has been laid down as 10 currents per day. It has therefore been suggested that the post of L.D.Clerk tranferred to the Kollegal Division from the erstwhile Forest Engineering Division may be abolished forthwith and that its continuance may be sanctioned from the date on which the existing sanction has expired till the date it is abolished. The C.C.F. is requested to offer his remarks on the suggestion.

A reply to this memo should be submitted within a week from the date of receipt of this memo.

To

The C.C.F.

R.D. 12--11--1952.

3.11.52

3.11.52

3/11/52

5

Development(CI) Department.

D.O.No. 116666CI/52--5 dated 6.12.52

My dear Nayar,

Sub : ESTTS & Forests - Dt.Forest Office, Kollegal - Continuance of the temporary post of L.D.Clerk.

Ref : Govt. Memo No. 116666CI/52--2 Dev dated 3--11--1952.
Your reference No. 25244/51-B2.,dated 24-11-5

In your reference cited it has been stated that the report called for from the Conservator of Forests has not yet been received. I am to request you to impress on the Consr. concerned the need to send prompt replies in urgent matters of this kind, obtain a report from him without any further delay and send a reply to the Govt. memo cited.

Y.S.

To
Sri.M.Kesavan Unni Nayar.I.F.S.
C.C.F.,Madras.

N.R. 26--12--1952.

2

C.F. 32 (c)—14,29,016—5-10-51

FOREST Department

From (Name) Sri M. Kesavan Unni Nayar I.F.S.,
Designation Chief Conservator of Forests,
Station Mount Road, Madras.2.

Received ——— Registered ———

To

The Secretary to Government,
Development Department, Fort St. George
Madras.

143336

Enclosures: Ref No. 25244/51-B2, dated 16 - 12 - 1952

Sir,

Sub: Establishment - District Forest Officer Kollegal - Continuance of the temporary post of L.D.C.

Ref: Government Memorandum No.116666-C1/52 Development, dated 3-11-52.

The District Forest Officer has since furnished revised figures of currents received and has calculated the average number of currents received by each clerk daily to exceed 15-vide copy of his report enclosed. The continuance of the temporary post of Lower Division Clerk transferred to the Kollegal Division is necessary.

Vijayaraghavan
17.12.52

For Chief Conservator of Forests.

BSR 16/12.

17/12

Copy of ~~the~~ letter No.1153/52-E dated 1-12-1952, from the District Forest Officer, Kollegal, to the Chief Conservator of Forests, Madras.

4

Sub: Establishment - District Forest Office, Kollegal - Temporary Post of a Lower Division Clerk - continuance.

Ref: Chief Conservator's 25244/5[illegible]-B2 dated 6-11-52.

Apart from the reasons set forth in my reference No. 1153/52-E dated 8-9-52, there are other reasons to justify the retention of the post of a clerk transferred to this Division from the erstwhile Forest Engineer's Division. The statement of number of references received and dealt with referred to in my letter cited above, was furnished only to show the gradual increase in the bulk of correspondence year after year in this division. During the year 1951 (i.e.,) in the previous year, a total number of 9155 currents and 749 offence cases (and not references) were received and dealt with. It may be mentioned that at least not less than 12 references are received on each offence case before it is finally closed. Therefore the total number of references received works out to 9155 in currents and 749 x 12 = 8988 in offences totalling 18,143 currents ~~xxxx~~ per year. In addition to miscellaneous references on periodicals are also dealt with:-

Monthly periodicallys as O.S. on cash accounts Timber Accounts, Permit Accounts, Pending Offences, weekly diaries of Subordinates and District Forest Officer.		1623.

Total 18143 + 1623 = 19,766.

5 | 18143
12 | 3628.3
25 | 302.4
12.2

p.t.o.

10/

2. Thus it willbe seen that a total number of 19,766 currents are dealt with by four Lower Division Clerks of this office and one draughtsman, one Accountant and one Head Clerk, which works out to more than 15 currents per clerk per day.

3. In addition to this, this division being a major grazing revenue producing division, the work of the clerk dealing with permits is considerably heavy. As such a separate clerk has to be engaged on this work alone as in the case of some other divisions.

4. I therefore submit that the permanent retention of the post of a temporary clerk transferred to this division from erstwhile Forest Engineer's Division is very essential and so may kindly be sanctioned.

Sd/-P.Narayanan Nair,
Dist. Forest Officer.

BSR 17/12 /True Copy/

17/12

17.12.52

For Chief Conservator of Forests.

2/2

For the Conservator of Forests

5 | 19,766
12 | 3953
25 | 3294
13

4 Lower Clerks
1 Accountant
5 (Excluding the temporary clerk in question)

7 78

Development(CI) Department.

Sub : ESTABLISHMENTS - Forests - Temporary post of L.D. Clerk of the erstwhile Forest Engineering Division transferred to the Dt.Forest Office,Kollegal Division, Kollegal - Continuance - Sanctioned.

Read Again : G.O.Ms.No. 1247 Dev dated 24--3--1952.
Read Also : From the C.C.F.,No.25244/51-B2.,dated 14--10--1952 and 16-12-52.

ORDER MS 34 DATED. 3-1-53

Action is accorded to the continuance upto 31--3--1953 of the temporary post of L.D.Clerk on a scale of pay of Rs 45-90 of the erstwhile Forest Engineering Division transferred to the Dt.Forest Office, Kollegal Division, Kollegal.

2. The expenditure on account of the post of L.D.Clerk sanctioned in para 1 above should be debited to the appropriate head under '10.Forest'.

3.The action of the C.C.F. in having retained the post of L.D.Clerk beyond 30--12--1952 in anticipation of the sanction of the Govt. is ratified.

To
The C.C.F.
The A.G. thro' Fin.

Note.

~~Finance may see for acceptance~~.

Before the Forest Engineering Div was abolished, the continuance of certain temporary staff of that Div, were required for the completion or maintenance of the road works transferred from that Div to the respective territorial Div was sanctioned. In March, 52, among other posts, a post of L.D. clerk was ordered to be continued for the Kollegal Div upto 30-9-1952, as it was reported that the construction of Bhagavathi-kanavai - Madeswaramalai road was expected to be completed by 30-9-52. Now for an entirely different reason given in Pp 1-2 C.F., Viz. increased work in the Office of the D.F.O. Kollegal, the continuance of the post of this L.D. clerk has

7 IV

been requested. For the reasons stated in the D.F.O. in pp 1-2 C.F., it is for orders whether the proposal of the C.C.F. to continue the post from 1-10-52 to 31-3-53 will be sanctd. Subject to orders, a draft order in plate is for approval.

Rs 20+52

(1) 20×12

Draft ordr may be issued 20×12

D.S. 22.X.52

ADDITIONAL DEPUTY SECRETARY TO GOVERNMENT 78034 2 OCT 1952 FINANCE DEPARTMENT

Finance Dept

Fin Dept No. 116666 Ests-1/52-1

(2) 22×52

In GO No. 1247 Dept dated 24.3.52 Sanction was accorded for the continuance upto 30.9.52 of one lower division clerk in the Kollegal division for work connected with the construction of Bhagavathi Kanavoor Madeswara malai road which was expected to be completed by 30.9.52. X on p1 of (2)

The chief Conservator of Forests has now recommended the further continuance upto 31.3.53 of the clerk, to cope with the general increase of work in the District Forest office, Kollegal p1 cf

2/ The number of currents received in the District Forest office, Kollegal during 1951 is 9155. The number of clerks in the office excluding the lower division clerk in question is 5. The average number of currents received and dealt with by the clerks works out to 6:1 currents per clerk per day. This is below the normal standard of 10 currents a day expected of a clerk and hence the work in the office cannot be deemed as heavy. p2 cf. (1 Asst and 4 L.D. Clerks) p2 cf.

In the circumstances Finance may suggest that the post of the lower division

Fin 27/12/52

division clerk may be abolished with immediate effect and the further continuance of the post may be sanctioned from 1-10-52 till the date on which the post will be abolished.

With the above remarks the case may be returned to Dept

27.10.52

27.10.52

27.10.52

127464

Development(CI) Department.

With the abolition of the Forest Engineering Division which was in exixtance prior to 1950, the staff sanctioned for specific items of work was ~~ended~~ transferred to the ~~xx~~ divisions to which the work related. One Lower Division clerk and certain other temporary Forest Subordinate Staff were transferred to the Kollegal Division from the former Forest Enginering Division for the construction or maintenance of the road works transferred to that division In March,1952, the C.C.F. proposed among others that the temporary post of L.D.Clerk mentioned above may be retained till 30--9--1952 as the constructio of the Bhagavathi Kanavi --Madeswaranmalai road ~~xxx~~ was expected to be completed by that date. The propo sal of the C.C.F. was sanctioned. ~~xxxxxxx~~ The sanctio for the post of L.D.Clerk transferred to the Kollegal Division from the erstwhile Forest Engineeri Division ~~xxx~~ lapsed on 30-9-1952. The D.F.O., Kollegal has now reported that the the staff in his office is inadequte to deal with the work in office that ~~the the~~ work has ~~xxxxx~~ increased considerably consequent on the transfer of the Madeswaranmalai r to the Kollegal Division and has requested that the post of L.D.Clerk mentioned above may be retained

PTO

E-14/

beyond 30--9--1952 and upto 31--3--1953. The C.C.F. also has supported the proposal. This Department accepted the proposal. But, for the reasons stated in their note on pages 2-3 above, Fin have stated that the post of L.D.Clerk in question should be ~~not be continued~~ abolished at once and that sanction may be accorded to the continuance of the post from the date on which the last sanction has expired till the date of its abolition.

p2-ante
This may be pointed out to C.C.F and he may be asked to offer his remarks in a week's time
3.11-52

In the circumstances, it is for orders

(1) whether the C.C.'s proposal for the continuance of the post of L.D.Clerk in the Dt.Forest Office upto 31--3--1953, accepted in this Department, will be approved,

Or

(2) whether the Fin Dept. suggestion at 'M' above will be approved,

Or

(3) whether the C.C.F. will be consulted ~~further~~ on the Fin Dept's suggestion before passing final orders in the matter

29.X.52 31-X-52

Note from pl. also may be perused
"The suggestion of Fin ... at M above may be accepted. Draft memo to C.C.F may be sent"

31.X.52

1-XI-52

A draft memo is submitted for approval with reg. to Dy. Secy's orders at Z above.

31/11/52 3.11.52 31/11/52

Pl. speak
1-XI-52
Speaker
31/11/52

(Issued as ... no No. 116666-G/52-2 dt: 3.11.52) p37

15
5

Development(CI) Department.

This file relates to the proposal of the C.C.F. for the continuance from 1-10-52 to 31-3-53 of the temporary post of L.D.Clerk in the Dt.Forest Office, Kollegal Division. The notes of this Department on pages 3--4 above may be perused.

W.r.t. the orders at 'Z' on page 4 ante, the C.C.F. has been consulted. (He was asked to send his reply within a week) The C.C.'s reply has not yet been received. In an interim reply dated 24--II--1952, the C.C.F. has reported that the report called for from the Conservator has not been received and that he has been reminded and that the C.C.'s reply will be submitted on receipt of the Consr.'s report.

The file is now submitted for orders

(I) whether the C.C.'s reply will be awaite

Or

(2) whether the file will be circulated for orders on 'N' on page 4 above.

If it is proposed to await the C.C.'s reply the draft reminder on page 4 of the Rt.file placed below is for approval.

3/12/52

The C.C.'s reply may be awaited

The C.C.F. may be told & Do. to impress upon the Conservator the need to send prompt replies in urgent matters of this kind & get a quick reply from him.

D/S. 5.12.52

A draft D.O. is submitted for approval.

6/12/52

7 & 8 Dft

(Issued as DO No 116666 G52-5 of 6.12.52)
(From the ref No 25244/52-B2 of 16/12/52)

Dept (C I)

– This file relates to the proposal of the C.C.F. for the continuance beyond 30--9--1952 to 31--3--1953 of a temporary post of L.D. Clerk in ~~the office of~~ the Dt. Forest Office, Kollegel Division. The summarising note on pages 3--4 above may be perused. With reference to the Deputy Secretary's orders at 'Z' on page 4 ante, the C.C.F. has been consulted. Please see the memo to the C.C.F. on page 3 c.f. and his reply thereto on pp 7--10 c.f. ~~In the circumstances stated by the D.F.O. Kollegel Division in his letters on pages 8--10 c.f. the C.C.F. considers that the continuance of the~~ temporary post of L.D. Clerk in the Dt. Forest Office, Kollegal is necessary. This Department may agree with the C.C.F. and request Fin to reconsider the matter.

It is stated that while furnishing the statistics of current dealt with in the Office previously, the D.F.O. did not take into account Office reports, monthly reports etc. If these are also included the number of current dealt by a clerk (excluding the ad temporary clerk in question) comes to about 3 current per day per clerk. Not the

Fmance(E II)

(Last seen in Fin on pp 2-3 above)

In the circumstances stated by the CCF in his letter on pp 7-10 CF, the proposal to continue the post of one temporary L.D. Clerk in the ~~office of the~~ Dt. Forest office, Kollegal on till 31-3-53 may be agreed to. The draft order on p1 above may be accepted

Average no of current per clerk per day excluding periodicals is about 12

Fin(D) 96936/E II/52-1

29/12/52

Dept

The draft order on p1 ante may now issue

2-1-53